

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please contact Human Resources for a detailed job description.)

CORA J. BELDEN LIBRARY

Library Assistant

The Town of Rocky Hill is seeking qualified applicants to fill a 24-hour opening as a Library Assistant at the Cora J. Belden Library. The Library is looking for individuals who have exceptional customer service skills and stellar interpersonal communication. Ideal applicants must possess the following qualifications:

- Flexibility, adaptability, and an ability to quickly adopt improvements in technology;
- Ability to work evenings and Saturdays;
- Working knowledge of Microsoft Office Suite;
- Demonstrated success in creating and maintaining professional working relationships with the public, co-workers, and other stakeholders;
- Ability to work in a fast-paced environment while managing multiple competing deadlines; and
- Previous Library experience with the Sierra Integrated Library System is a plus.

In addition to working with adults, individuals may assist with: (1) creating innovative programs for children/teens that will spark literacy, a desire to learn new things, and a love of reading; and/or (2) assist with creating computer skills training.

This position is part of the AFSCME Local 1303-112 Union contract. Salary: \$ 23.25/hour and hours will be in accordance with the Union contract which can be viewed online at:

http://www.rockyhillct.gov/departments/human_resources/employment_opportunities.php .

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed application. All application materials must be submitted to the Department of Human Resources no later than 4:30 p.m. on March 23, 2016.

The Town of Rocky Hill is an EEO/AA Employer.